

RESIDENCE PERMITS (*Cartes de séjour*)

U.S. citizens planning to enter and visit France as tourists are not required to have a visa, or a *carte de séjour*, and are permitted to remain in the country a maximum of 3 months (90 days.)

A U.S. citizen who intends to stay in France for more than 3 months (90 days,) to study, to work or to reside, must have the appropriate long-stay visa (visa de long séjour) in his/her passport on arrival in France in order to be able to apply for a carte de séjour.

The visa must be obtained from the French Consulate in the United States that has jurisdiction over the applicant's place of residence in the U.S. (For more information please consult the "French Visa Requirements" section of the Blue Book). Applications for long-term-validity French visas cannot be made by Americans in third countries, e.g., England or Belgium, unless the American is a local resident of that country for one or more years.

It is not possible for an American to come to France without a long-term visa and then apply within the country for a residence permit. The French authorities will require such persons to return to their country of residence to apply for the appropriate visa.

****** There is no provision in U.S. law for intercession by foreign embassies on behalf of their citizens who wish to circumvent our established procedures. For this reason, the Embassy is not in a position to intercede with the French authorities on behalf of Americans seeking visa exemptions and work permits

Types of “*Cartes de Séjour*” (residence permits):

Students: please see section on residence permits for students on pages 7-9

The French authorities issue three main types of residence permits to foreigners, depending on their status. A U.S. citizen who wants to reside and work in France receives one of the following documents:

- *carte de séjour temporaire* or *carte de séjour temporaire salarié*
- *carte de résident*
- *carte de séjour mention visiteur* (for retired persons.)

Cartes de séjour are issued to individuals 18 years of age and older. Parents of children below the age of 18 should obtain a visa de long séjour for their children before coming to France.

Most Americans coming to France for stays of more than three months are issued a *carte de séjour temporaire*. This card is valid for up to one year, and may be renewed. There is no fee for the initial *carte de séjour*. If the French authorities decline to renew a *carte de séjour temporaire*, the bearer must leave France before his initial residence permit expires.

A *carte de séjour temporaire salarié*: is valid for 1 year maximum, with the annotation *salarié* or showing the specific professional activity under which the contract was approved, as well as the French department(s) in which the bearer can be employed. This type of card can be renewed two months before the expiration date and upon presentation of a new work contract. After five years of continuous residence in France, the bearer may request a *carte de résident*, which is valid 10 years. Please remember that issuance of the 10-year *carte de résident* is not automatic. The authorities at the préfecture will review the application to determine whether or not the applicant may receive this special residence permit.

The *carte de résident* is issued to foreigners who have the intention of becoming French residents. It is valid for ten years and renewable, if the holder can prove that he/she either is exercising a profession in France or has sufficient means to support himself/herself financially without being employed in France. Applicants may obtain this card only under certain conditions. A medical examination is usually required and specific questions concerning French language skills and general knowledge of French culture may be asked. In order to qualify for a 10 year-card, the foreigner must show proof that he has lived in France for at least five consecutive years.

The *carte de séjour mention visiteur*, issued for retired persons. It allows you to remain in France, but not to work.

Retiring in France:

In order to stay in France after you retire, you must prove three things:

- 1) You must prove that you have the financial means to live in France without working; i.e., your pension must be sufficient;
- 2) You must demonstrate that you have comprehensive health insurance coverage that is valid in France. (You may be able to continue your current health insurance or you may need to buy a new health insurance policy either in France or from the U.S.);
- 3) You must demonstrate that you have a place to live in France.

When you make your application to reside in France, you should explain your reasons for wanting to stay in France. If your application is approved, you will be granted a *carte de séjour mention visiteur*, which allows you to remain in France but not to work. The *carte de séjour* can be renewed indefinitely, on an annual basis, as long as you present proof that you have adhered to the requirements

Getting permission to work is more difficult. It depends on the type of work you want to do. The Government of France may not approve any request for a job paying less than 3,700 euro a month (gross) unless your specialty is in great demand in France. If your request is granted, you should get a *carte de séjour mention salarié*.

How to apply for a *Carte de Séjour* in Paris:

Americans arriving in France with the appropriate long-stay visa and planning to live in Paris, should, within eight days of arrival, go to the appropriate Centre de Réception des Etrangers (see page 5,) with their passport and visa to apply for a *carte de séjour*. **Exception: all American STUDENTS have a maximum of 30 days and must follow a separate procedure explained on pages 8-9 of this guide.**

Each applicant will proceed to the Centre des Etrangers (please see list on page 5,) that corresponds to his/her local address of residence. The applicant will be asked to fill out a questionnaire and provide a local address. The applicant will immediately be given an appointment notice (*convocation*) with the Préfecture de Police, stating the date, time and location of the office at which the applicant should appear. This date is usually fixed 2 to 12 weeks later, depending on the number of pending applications. Do not forget to bring the appointment notice to this meeting.

Documents required by the Prefecture for the *carte de séjour*:

To apply for a *carte de séjour*, the following basic documents must be submitted (others may be required in individual cases):

- Valid passport including long-stay visa (with a photocopy of the title page-photo, name, date and place of birth, validity and French visa page);
- Birth certificate;
- Three (3) identity photographs (3.5 cm x 4.5 cm);
- Proof of financial resources (applicable in all cases);
- A medical certificate issued by the O.M.I. (*Office des Migrations Internationales*);
- Proof of residence in Paris.

Note: For first time applicants for residence permits for Americans, employed in France, and their spouse, whose original files were provided by the O.M.I. (*Office des Migrations Internationales*) these applications may also be filed by mail. Please see the instructions on page 6 under “Renewal of Residence Permits” to obtain the address to write to for a by mail application.

For an *au-pair*: contract approved by French Ministry of Labor, and pre-registration form or letter of admission into school.

For holders of a work permit and work visa the applicant must submit: the employment contract **approved by the Services de la main d’Oeuvre Etrangère, 127 boulevard de la Villette, Paris 75010 – Tel: 01 44 84 42 86 – Métro: Jaurès or Stalingrad open 9:00 a.m – 11:30 a.m. and 1:30 p.m. – 4:30 p.m.**

If it is not possible to issue the carte de séjour immediately, the applicant will be given a temporary authorization récipissé de demande de carte de séjour which is valid for up to 3 months, and may be used as evidence that an application has been made for a residence permit. The applicant should carry it until he/she received his/her permanent carte de séjour.

For students, please see pages 7-9 of this guide.

Reception Centers for Foreigners (*Centres de Réception des Etrangers*) in Paris

These reception centers located at the **Hôtel de Police** at each location below are part of the Préfecture de Police of Paris and are open from 9:00 a.m. to 4:30 p.m. Monday to Thursday, and 9:00 a.m. to 4:00 p.m. on Friday; they are not open on French holidays.

The Center for Students (number 5 below) is open from 8:35 a.m. to 4:30 p.m. Monday – Thursday and 8:35 a.m. to 4:00 p.m. on Friday.

- 1) If you live in the 3rd, 10th and 19th *arrondissements*:

Centre de Réception des Etrangers du 3e

90 Boulevard de Sébastopol, Paris 03 - Métro: Réaumur-Sébastopol

- 2) If you live in the 17th and 18th *arrondissements*:

Centre de Réception des Etrangers du 17e

19-21 rue Truffaut, Paris 17 - Métro: Place de Clichy/La Fourche

- 3) If you live in the 11th, 12th and 20th *arrondissements*:

Centre de Réception des Etrangers du 12e

163 rue de Charenton, Paris 12 - Métro: Reuilly Diderot

- 4) If you live in the 1st, 2nd, 4th, 5th, 6th, 7th, 8th, 9th, 13th, 14th, 15th and 16th

Centre de Réception des Etrangers du 14e

Hotel de Police, 114/116 avenue du Maine, 75014 Paris –

Métro: Gaité or Montparnasse or buses 28, 58 or 91

- 5) All Students should go to the following address only:

Cité Universitaire International de Paris, Maison Internationale

17, boulevard Jourdan,

75014 Paris

Métro Cité Université; RER line B

(The Centre de Réception des Etrangers for students in the 15th district

13 rue Miollis, 75015 Paris – Métro Cambronne or Sevres Lecourbe will **close as of September 15, 2003**)

How to apply for a Carte de Séjour outside of Paris:

Americans who live outside of Paris should inquire at their local police station or at the Mairie (town hall) about procedures for obtaining a carte de séjour. In some departments, the préfectures have delegated the authority to process such applications to local officials. In others, the American may have to apply at the Direction de la Réglementation of the Préfecture or the nearest Sous-Préfecture.

Change of address:

If the holder of a residence permit moves, he/she must inform the police commissariat having jurisdiction over his new place of residence in France. They must present an electricity bill or *quittance de loyer* (rental receipt.) This is especially important if the resident is in the process of renewing his/her *carte de séjour* as the Préfecture de Police will not approve the application unless the change of address has been recorded by the local police in the appropriate space on the card

Renewal of Residence Permits:

To renew a *carte de séjour*, the holder should contact one of the 5 reception centers to obtain an appointment (see page 5.) This initial step should be taken 1 month before the expiration of a temporary residence permit *carte de séjour temporaire* (2 months for *cartes de résident*.)

Renewal of certain categories of Residence Permits by mail.

For residents of Paris only, the renewal of residence permits may now also be done:

- for renewal of one-year residence permits for those who are visiting or working in France (*cartes de séjour temporaire* or *cartes de séjour temporaire salarié*);
- for renewal of a 10 year residence permit (*cartes de résident*);

In order to obtain your renewal application request by mail please write to:

Le Préfecture de Police - Police Générale
7ème bureau - Cellule postale
9, Boulevard du Palais
75195 Paris RP

Please indicate your name, your address, date of birth and your current residence permit number (you may also provide a photocopy of your permit.)

Upon receipt of your request, the Préfecture will send you the following:

1. an application form with a list of documents that you will need to provide
2. an appointment slip needed to pick up your resident permit once it is ready

Before sending in your application form, please verify that it is signed and that you have included all the photocopies of the required documents. **Note: you will have to provide the original documents when you pick up your new residence permit.**

For further information on this process you may call 01 53 71 51 68 (Monday through Friday from 9:00 a.m. to 4:00 p.m.)

Some information about required documents:

The most acceptable proof of financial resources is a statement from the applicant's French bank showing account number and amount or a letter from the French bank certifying that the applicant's account is regularly credited with a specified amount from a U.S. or other external source.

For proof of financial resources, students or others who will not be employed can present a notarized letter from his/her parents (it must be accompanied by a French translation,) stating that the parents guarantee to support their son or daughter at a specified rate per month. Distant relatives and friends can also make such statements, but the basis of the relationship and the support must be explained.

For more information on residence permits (in French) contact:**The Central Office of the Préfecture de Police in Paris:**

**Préfecture de Police,
Service des Etrangers,
1 rue de Lutèce
(Place Louis Lépine),
75195 Paris RP (4ème)
Métro: Cité**

Tel: 01-53 71 53 71 or 01 53 73 53 73

Information line: 01 53 71 51 68

Website: www.prefecture-police-Paris.interieur.gouv.fr

CARTE DE SÉJOUR (RESIDENCE PERMITS) FOR STUDENTS

Special facility for foreign American students that hold valid student visas and reside in Paris:

To obtain your first residence permit as a student, the Préfecture de Police - Direction of the General Police, has set up reception centers in Paris as follows.

Some students and au-pairs who have acquired a long-stay visa for under one year are exempted from obtaining a carte de séjour as long as their visas are currently valid. This exemption will be written directly on the visa.

First Application for Student Residence Permits in Paris

In order to facilitate administrative procedures for foreign students in Paris who are applying for their **first** residence card *titre de séjour* the Préfecture de Police of Paris advises that the two reception centers for those concerned are located at the addresses below. Students applying for their **first** residence card may start the application procedure Monday through Thursday from 8:35 a.m. to 4:30 p.m. and Friday from 8:35 a.m. to 4:00 p.m. at the following address:

Center open from September 15 through December 15
Cité Internationale Universitaire de Paris - Maison Internationale
17, Bvd Jourdan
Paris 14ème
RER B (Cité Universitaire)

Center open from December 15 to September 15
Centre des étudiants étranger
13, rue Miollis
Métro Ségur or Cambronne

To obtain your first residence permit, you must present and file your application including all the supporting documents concerning your present situation:

Documents required for a student's first request for a *carte de séjour*, residence permit:

1. Proof of identity:

- Your valid passport with one photocopy of the passport identification page (photo, date and place of birth and validity);
- A copy of your French visa page;
- Birth certificate translated into French by a translator licensed by French courts (original plus one photocopy, please refer the Embassy's list of translators);

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- In the case of marriage or divorce, where your name does not appear on your passport, provide a photocopy of the marriage or divorce certificate or an identity certificate issued by the consulate.

2. Visa to enter France (original and one photocopy):

- A long-stay visa, over 3 months, with the mention “**student**”;
- Or a short-term visa that mentions *étudiant-concours* (student exam) and an examination certificate as proof of passing the exam for which the visa has been issued.

3. Proof of residence in Paris:

- If you rent or own an apartment or house: the last electric or gas bill; the last rent receipt, *quittance*; an insurance contract or the rental agreement, if it is less than 3-months old (original and one photocopy);
- If you live in a private person’s residence: your host should provide an affidavit *certificat d’hébergement* stating that you live at the address that he/she provides. The host must also provide a copy of his/her identity card or residence permit, the last electric bill, or last rent receipt, *quittance* or house insurance contract;

If you live in a *foyer* (hostel): please provide a recent affidavit issued by the director of the *foyer*.

4. Proof of resources (original and photocopies):

- Proof of finances: you must provide documents indicating that you have financing at a minimum level of 430 euros per month, if you do not have dependents. Exceptions if you have a scholarship or have been admitted to one of the European Union Special Programs: Leonardo, Erasmus, Jeunesse et Service Volontaire Européen;
- Present the scholarship documents (financial proof) stamped by the French Consulate for issuance of the visa.

If you cannot provide financial proof, you must present the following:

- If you have a scholarship: An affidavit indicating the amount, the duration and the nature of your studies on the letterhead of the organization that attributes or manages the scholarships;
- If your resources are provided by a guarantor in France: proof of financial sources requires an affidavit of commitment signed by the guarantor, including his name, address, the amount of the monthly allowance and the duration of his commitment, a photocopy of his ID card or residence permit, proof of his income (pay sheets, tax returns, etc);

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- If your resources are granted by funds coming from abroad, the most acceptable proof of financial resources is a statement from the applicant's bank, travelers checks, exchange forms or any document proving that you regularly receive funds from abroad and indicating their monthly amount;
- If you contemplate working part time, provide a copy of the job offer stating the nature of the job, the number of hours to be worked and the salary;
- If you are an *au-pair*: The *au-pair* contract signed by the service de la Main d'Oeuvre Etrangère, 127, boulevard de la Villette, 75010 Paris. If this document is not immediately available, a letter stating the job offering signed by the family who will employ you.

5. Documents justifying your studies (original and a photocopy);

Affidavit of pre-inscription or inscription in a private or public institution, university, high school, institution for technical studies, etc or;

- Or: an attestation stating that you have been admitted on a program of the European Union (Leonardo, Erasmus, Jeunesse et Service Volontaire Européen);
- Or: an internship contract (convention de stage);
- Or: a professional training contract;
- And: a general list of studies since entry into France and studies intended during the next term;
- And: an attestation stating the nature and intent to study and certificates pertaining to exams taken and passed during the previous year of study, with grades and diplomas.

6. Three recent ID pictures (3.5cm x 4.5cm).

To obtain the renewal of your student residence permit:

Two months prior to the expiration of your residence permit (*carte de séjour*,) you must make an appointment on the website of the Préfecture de Police: www.prefecture-police-paris.interieur.gouv.fr under *prise de rendez-vous option étudiants étrangers*. You must complete the webform in order to make an appointment. You will be given a date and place for an appointment. In case you have a problem contact, Tel: 08 00 95 95 75 (free of charge.)

To obtain a copy of your residence permit or advise of a change of address, change of état-civil (marriage, divorce, etc) or status (if you have a copy of your job offer or work contract provided by your French employer for students who will be changing their status in order to work in France:) Go, without an appointment, from Monday through Thursday, from 8:35 a.m. to 4:30 p.m. or Friday 8:35 a.m. to 4:00 p.m., to the Préfecture de Police – Salle Nord-Ouest – Place Louis Lépine – Paris 4e – Ground floor – Stairway E – Métro: Cité. You may also consult the following website page: <http://www.prefecture-police-paris.interieur.gouv.fr/erdv/rdv/saisie.asp?type=dupl>.

You must submit your passport, a proof of residence (electric or telephone bill,) three photos, a police report declaration of lost or stolen resident card (copy), or a document justifying your new situation.

Telephone information for all information: 01 53 71 51 68 or 0 800 95 95 75 (toll-free)

For all further information please consult the website of the Préfecture de Police:
[www.prefecture-police-Paris.interieur.gouv.fr](http://www.prefecture-police-paris.interieur.gouv.fr)

If you live just outside of Paris please see following addresses, phone numbers and websites where you may obtain information for student resident cards.

Préfecture de la Seine et Marne (Melun 77)	01.64.71.77.77.	
Préfecture des Yvelines (Versailles 78)	01.39.49.78.00.	www.yvelines.pref.gouv.fr
Préfecture de l'Essonne (Evry 91)	01.69.91.91.91.	www.essonne.pref.gouv.fr
Préfecture des Hauts-de-Seine (Nanterre 92)	01.40.97.20.00.	www.hauts-de-seine.pref.gouv.fr
Préfecture de la Seine-Saint-Denis (Bobigny 93)	01.41.60.60.60.	www.seine-saint-denis.pref.gouv.fr
Préfecture du Val de Marne (Créteil 94)	01.49.56.60.00.	www.val-de-marne.pref.gouv.fr
Préfecture du Val-d'Oise (Cergy-Pontoise 95)	01.34.25.25.25.	